Seat No.: _____   Enrolment No._____

GUJARAT TECHNOLOGICAL UNIVERSITY
BVOC - SEMESTER–IV EXAMINATION – SUMMER 2022

Subject Code:1142101   **Date:02-07-2022**
Subject Name:Computational Skills – II
Time:10:30 AM TO 12:30 PM   **Total Marks:50**
Instructions:
1. **Attempt all questions.**
2. **Make suitable assumptions wherever necessary.**
3. **Figures to the right indicate full marks.**
4. **Simple and non-programmable scientific calculators are allowed.**

Q:-1(A)	Discuss the Usefulness of PowerPoint slides in Business.	**05**
Q:-1(B)	What is conditional formatting? Explain with usages.	**05**
Q:-2(A)	What is Footnote? How to enter footnote in Word processing software?	**05**
Q:-2(B)	What are Headers and Footers? Define the steps to create headers and footers in word document.	**05**

OR

Q:-2(B)	Explain following terms with example:	**05**

- Text Box
- Watermark,
- Format Painter,
- Slide master,
- Hyperlink,

Q:-3(A)	What is Virus? How we can prevent our PC/Device from virus attack.	**05**
Q:-3(B)	Explain the process of company creation alteration and deletion	**05**

OR

Q:-3(A)	Discuss Hacking & Spamming in Details	**05**
Q:-3(B)	What are the various voucher types write down use of each voucher.	**05**
Q:-4(A)	Write a note on Online data & Identity theft.	**05**
Q:-4(B)	What are the importance of using accounting software?	**05**

OR

Q:-4(A)	What is Cyber Crime? Explain Various types of cyber-crime.	**05**
Q:-4(B)	List down steps to create ledgers entering balances in to it and altering ledgers also give list of any 10 ledgers with balance of it.	**05**
Q:-5(A)	What is Slide transition and animation? Explain with usages.	**05**
Q:-5(B)	Explain the steps to insert Hyperlink and Bookmark in MS Word.	**05**

OR

Q:-5(A)	What is MS Office and how it is useful in business and in our life.	**05**
Q:-5(B)	What is a chart? Discuss the steps by which you can create a chart in an Excel File. Explain in brief any four chart types.	**05**

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